Previous references.

Gen. File No. 283-09

1909-10

(Gen Misc.)

Serial Nos. /

Later references.

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. /

Part B. for May 1910

SUBJECT.

Prescribes the correct mode of addressing in D.O. letters.

To all heads of Depts and D.C. Commrs of Districts

No Ci. 6184-229 dated 19th May 1910.

Prescribes the correct mode of addressing in demi-official letters.

G.R.S. 11]

1909-10.

GENERAL AND REVENUE SECRETARIAT.

(Gen: Mis:)

NOTES.

File No. 283.

FILE HEADING.

Correct mode of addressing in demi-official communication.

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First sheet

GPB—30,000—3-4-07.

G. R. S. 12]
General and Revenue Secretariat.

8m File No. 283 of 1909

Serial No.

To All Heads of Depts and Dy Commrs of Districts.

N. G. 6184 – 229 dated 19/11 May 1910.

Prescribes the correct mode of addressing in Govt. offl. letters.

Rec'd

Note—Contn. sheet.

GPB—55,000—27-4-09

No G 6184-229/8m 283-09-7 Official Memorandum.
Dy 19th May 1910.
21

In Demi-Official letters, addresses like the following, viz.,

My dear (or Dear) Amildar
-do- -do- Deputy Commissioner
-do- -do- Dewan Saheb (or Dewan),

adopting the official designation of the officer addressed ~~is~~ are quite inappropriate and should be eschewed. They are common, but all the same are quite as inappropriate as "Dear Inspector General of Police", or "Dear Sanitary Commissioner", or "Dear D.P.W. Secretary to Government", and so on. The correct form is Dear (or My dear) Sir, or Dear (or My dear) Mr. (Name).

By order,

Secretary to Government,
Genl. & Rev. Dept.

To

All Heads of Departments and Deputy Commissioners of Districts for information and guidance of themselves and of officers subordinate to them.

GOVT. OF H. H. THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE SECRETARIAT

No. G. 6184-229 / G. M. 283-09-1

Dated Bangalore, 19th May 1910.

OFFICIAL MEMORANDUM.

In demi-official letters, addresses like the following, *viz.*,

My dear (or Dear) Amildar
Do do Deputy Commissioner
Do do Dewan Saheb (or Dewan),

adopting the official designation of the officer addressed, are quite inappropriate and should be eschewed. They are common, but all the same are quite inappropriate as "Dear Inspector-General of Police," or "Dear Sanitary Commissioner," or "Dear D. P. W. Secretary to Government," and so on. The correct form is "Dear (or My dear) Sir," or " Dear (or My dear) Mr. (Name)."

By Order,

C. S. BALASUNDARAM IYER,
Offg. Secy. to Govt., Gen. & Rev. Depts.

To—All Heads of Departments and Deputy Commissioners of Districts for information and guidance of themselves and of officers subordinate to them.

Exd.—c. v.

1909-10

GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

GENERAL (MISCELLANEOUS)

OFFICIAL MEMORANDUM

Dated 19th May 1910

No. G. 6184-229
G. M. 283-09-1

Prescribes the correct mode of addressing in demi-official letters.

GPB—24-6-10—400